

FOR AGENCY USE ONLY BUD-99-00--013			PURCHASE ORDER																
PAGE NO. 1 OF 2		2. RECEIVING OFFICE NO. 31ME		3. CONTRACT NUMBER GS-23F-9727H		4. ORDER DATE 03/04/99		5. SF—281 FM		6. UNIT CODE		7. FUND CODE TH		8. ORDER NUMBER 43-31ME-9-0045		9. SUB.			
TYPE PURCHASE (Check one) PURCHASE ORDER				<input checked="" type="checkbox"/> DELIVERY ORDER		9b SELLER'S IDENT. NO. 521498967				9c FORM 1099 <input checked="" type="checkbox"/> NO.		<input type="checkbox"/> YES		9d TAXPAYER'S IDENT. NO.					
TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.) referred Temporary Services 00008787 701 K. Street, NW, Suite 801 Washington, DC 20036						SHIP TO		Consignee, Address, Zip Code, and Place of Inspection and Acceptance USDA, RURAL DEVELOPMENT SHIPTO RECEIVING OFFICE, ROOM 0375-A, COURT 4 12TH & C STREET, S.W. WASHINGTON, DC 20250-0700											
Contact: Jan Coy (202)429-5637								PHONE (A/C & No.) Check One SFTS COMM											
12 LINE		13 ACT CODE		14 DESCRIPTION				15 BUDGET OBJECT		16 ACC LINE		17 QUANTITY		18 UNIT ISSUE		19 UNIT PRICE		20 AMOUNT	
01				FURNISH INVOICE WITH ORDER NUMBER TO: USDA, RURAL DEVELOPMENT OPERATIONS & MANAGEMENT PROCUREMENT MANAGEMENT DIVISION HQ NASA BLDG. STOP 0741 1400 INDEPENDENCE AVENUE, SW WASHINGTON, DC 20250-0700 DELIVERY ORDER NO. 43-31ME-9-0045 ANY QUESTIONS REGARDING THIS ORDER PLEASE CONTACT MYRTIS L. ROBINSON ON (202)692-0115, FAX: (202)692-0235. Temporary Secretary Level III See Attached SOW ***Note: Hourly rates shall be in accordance with Department of Labor Wage Rates. FOR DELIVERY, ACCEPTANCE, AND TIMELY INVOICE PAYMENTS, 43-31ME-9-0045, MUST APPEAR ON ALL INVOICES, PACKAGES, AND PAPERS RELATING TO THIS ORDER				2540		01		960.00		HR		15.25		14,640.00	
1a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)(
F.O.B. POINT DESTINATION				22 DISCOUNT AND/OR NET PAYMENT TERMS 0% 0 DAYS NET 30				22a TYPE COMMODITY/ PAYMENT CODE O				Sub-Total		25 14,640.00					
DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/08/99				24 SHIP VIA				26 ESTIMATED FREIGHT 0.00				TOTAL		27 14,640.00					
28 CC		29 ACCOUNTING CLASSIFICATION												30 DISTRIBUTION		31 AMOUNT			
01		901171000082300 0013						4		1 4 1 2		2							
a ISSUING OFFICE NAME AND ADDRESS USDA/Rural Development/PMD AG Box 0741 1400 Independence Ave., S.W. Washington, DC 20250-0700								31b ORDERED BY (Name and Title) MYRTIS L. ROBINSON CONTRACTING OFFICER 31c COMMERCIAL PHONE (Area Code and Number) (202)692-0115 31d FTS PHONE NO. 31e AUTHORIZED SIGNATURE											

**Non-personal Temporary Services
Secretary Level III**

WORK PERFORMANCE/DUTIES; The Contractor Shall have:

Ability to receive telephone inquiries and apply appropriate telephone answering skills
Comprehensive knowledge of general office activities
Ability to use judgment to direct telephone inquiries to appropriate personnel
Ability to schedule appointments
Ability to compose letters, memoranda, and review incoming/outgoing correspondence
Ability to distribute out-going correspondence, and maintain follow-up correspondence
Ability to provide clerical guidance to staff members (as needed basic-information only)
Ability to review, file, identify and classify files in appropriate filing systems
Ability to move from one functional task to another with minimum supervision
Ability to meet critical deadlines
Ability to prioritize work in a pressure sensitive environment
Ability to utilize tracking systems for correspondence
Ability to do data entry, proof read, and correct written text
Ability to prepare documentation for submission to a variety of customers
Ability to complete work assignments in a timely manner
Required typing skills at a minimum of 45 words per minute (WPM)
Ability to communicate with a variety of customers
Ability to work independently and efficiently
Cooperative (positive) Attitude

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES

Hardware
Basic knowledge/use of personal computers (IBM compatible)
Basic knowledge of AT&T ISDN 8528T Telephone Systems
Cannon Bowes facsimile machines
LaserJet Printers; Scanner, calculators
Typewriter operations
Copier

Software
Familiar with/use of WordPerfect 98 for Windows, Microsoft Excel 97,
Windows 95, Netscape Communicator, Microsoft Word 97 for Windows
Internet
E-Mail and /or functions

SCHEDULED TOUR OF DUTY (work hours):

8 a.m. - 4:30 p.m., Monday through Friday, Excluding weekends and Holidays

SUBSTITUTIONS/REPLACEMENTS/ABSENCES

ify the designated "Report To" person prior to the scheduled Tour of duty 8:00 a.m.; if the assigned Temporary Secret
ble to report. The designated "Report To" person reserves the right to request a substitute for replacement Secretary o
ie level, to report for duty within 2 hours (10:00 a.m.) on an "as needed" basis.

REPORT TO

me Jacobs
icy & Program Management Branch
ne: (202) 692-0040, 3rd Floor

dress:
ted States Department of Agriculture (USDA)
al Development,
rations & Management
curement Management Division
NASA Building, Stop 0722
E Street, S.E.
shington, DC 20546

PERIOD OF PERFORMANCE: March 8, 1999 through August 31, 1999 (Not to Exceed 120 Consecutive Work Days

OVERTIME: Overtime not authorized.